

## CATERING AUTHORITY REQUEST / TYPE 222

State From 50184 (6-01)  
State Excise Police

**INSTRUCTIONS:**

1. Applicant must complete all requested information.
2. Please type or print clearly.
3. Submit application to the local excise district office.

**Send, deliver, mail, or fax to:**

<b>District #1</b>	Evergreen Park Business Center 1712 U.S. Highway 20 Michigan City, IN 46360 Fax: 219-872-0428	<b>District #4</b>	651 S. Frontage Rd Seymour, IN 47274 Fax: 812-522-5681
<b>District #2</b>	1353 South Governors Drive Columbia City, IN 46275 Fax: 260-244-3830	<b>District #5</b>	1621 Willow St Vincennes, IN 47591 Fax: 812-882-1386
<b>District #3</b>	30 Professional Court Suite #1 Lafayette, IN 47905 Fax: 765-447-7310	<b>District #6</b>	6979 Corporate Circle Indianapolis, IN 46278 Fax: 317-293-9112

## STEP 1. PERMITTEE INFORMATION

Name of permittee (as it appears on your Indiana Alcoholic Beverage Permit)		DBA	Permit Number
Address (number and street, city, state, ZIP code)			Expiration date (month, day, year)
Printed name of contact person for permit	Facsimile number for return of approval		Emergency contact telephone number
Printed name of contact person of event	Employee permit number		Emergency contact telephone number

**STEP 2. EVENT INFORMATION (A SEPARATE REQUEST MUST BE SUBMITTED FOR EACH EVENT)**

Beginning		Ending					
Day _____ Date _____		Day _____ Date _____		To include Sunday		Does not include Sunday	
Times of catered function:		AM	AM	Sunday event times ( <i>if applicable</i> )		AM	AM
Start _____	PM	End _____	PM	Start _____	PM	End _____	PM
Type or description of event							
Exact address of event ( <i>number and street, city, state, ZIP code</i> )							

### STEP 3. FLOOR PLAN (SEE STEP 4, #2)

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. A thick black border runs along the top edge of the page.

**I swear or affirm under penalties of perjury that all the information contained on the entire application is true and accurate.**

Signature of permittee / agent <i>(acknowledges that you have read the rules and guidelines (Step 4) and that you agree to abide by those rules and guidelines.)</i>	Date <i>(month, day, year)</i>
--	--------------------------------

**FOR DISTRICT USE ONLY**

District number	Date issued ( <i>month, day, year</i> )
Reviewed by ( <i>must be signed by district lieutenant or sergeant</i> )	<div style="display: flex; justify-content: space-around;"> <div>Approved</div> <div>Denied</div> </div>

#### STEP 4. RULES AND GUIDELINES

The following are guidelines for the approval of an event catered by a supplemental caterers permit:

1. The exact address of the proposed catered event must be disclosed upon the application form.
2. A floor plan of the designated licensed premises must be submitted along with the application form. There must be a well-defined premises, i.e., a building, a tent, an enclosure, a fenced in area, or a roped off area. The exact area from which the alcoholic beverages shall be dispensed must be listed on the floor plan. Areas where minors will be present must be so designated on the plans. No minors shall be allowed within the area where alcoholic beverages are dispensed.
3. Consumption of alcoholic beverages shall take place on the licensed premises only. There shall be no carry-on or carry-out privileges.
4. Each applicant shall designate an individual responsible for the event. Such person shall possess an employee's permit and shall be available on site to the Excise Police at all times during the event.
5. An Excise Officer has the authority to revoke approval of a catered event before or during the event for good cause.
6. The event must meet applicable Department of Health sanitation requirements, particularly with regard to restroom facilities.
7. **All applications should be received a full fifteen (15) days prior to the event.**
8. If the catered event is open to the public, the applicant shall notify the local law enforcement agency responsible for the area in which the catered function will be held. The Excise Police may ask for proof of notification to local police which may be demonstrated by a copy of a letter, a "log" entry by the police department, or other means deemed as an appropriate authentication.
9. The wholesaler servicing a supplemental caterer may deliver the alcoholic beverages directly to the location of the catered event if the supplemental caterer has his letter of authority posted at that location.
10. A supplemental caterers permit is to be used for a specific off premises function or event and not for a permittee to use any adjoining or remote facilities to enlarge or enhance his own business enterprises.

11. Have you?

Completed Step 3, a drawing of your proposed floor plans?	Yes	(see #2, 3 above)
Read and signed the complete application including the guidelines?	Yes	
Is this event or function open to the public?	Yes	No
If this event or function is open to the public, you must notify local law enforcement agencies of your intent to cater this event, have you done so?	Yes	(see #9 above)

1. Name of law enforcement agency notified

2. Name of law enforcement agency notified

**Note:**

**Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the catered location.**

**If for any reason this request is denied, you may be notified either in person or by phone, and you will be notified by registered mail. (IC 7.1-3-9.5-2)**